

ECR DOCUMENT REQUEST FORM

Department of Judicial Administration Electronic Court Record (ECR) Information

The King County Department of Judicial Administration/Superior Court has begun scanning documents. When documents are filed, they are scanned and the electronic image becomes the "official" court record.

Because an electronic version of each document will be created, the original documents can be returned to the **filing** party. *Court orders, wills/codicils, promissory notes, original photographs and documents exceeding 100 pages, are exempt from this practice and will not be returned.* If you would like to have your original document returned, please complete this form and present it along with the document (at the time of filing), the \$10.00 return fee (per document) and a postage paid, appropriate size envelope for mailing purposes to the Cashiers Window.

You may request the return of a filed document up to 30 days after it is filed by presenting this form, the \$30.00 return fee (per document) and a postage paid, appropriate size envelope for mailing purposes to the Cashiers Window.

If you have questions regarding ECR, contact Sarina Aiello (206) 205-8451 or Roger Winters (206) 296-7838.

Thank you!

As the filing party, I would like to have the following documents returned to me after scanning:

Case Number: _____

Title of document: _____

File Date: _____

My Name: _____

Address: _____

Daytime Phone Number: _____

Payment Received: _____